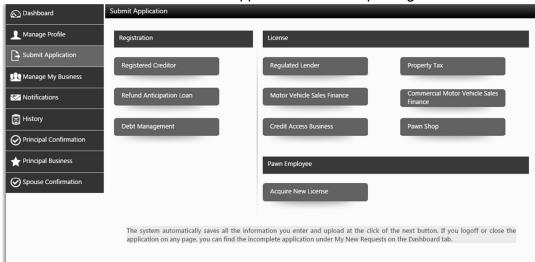
## How to Manage Your ALECS Profile

A guide to changing:

◆Email ◆Password ◆Security Questions

Log into your account at: alecs.occc.texas.gov
You will be directed to the "Submit Application" screen upon log in.

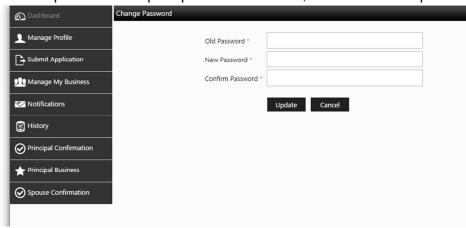


2. Click on "Manage Profile". You will be directed to the "Manage Profile" screen.

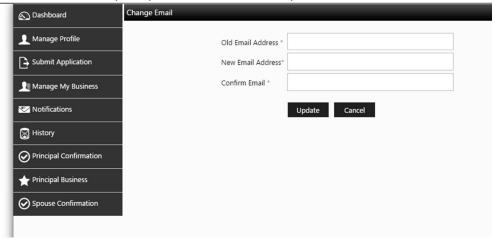


- ♦ For email, see #4.
- ♦ For security questions, see #5.
- 3. For a password change, click on "Change Password". You will be directed to the "Change Password" screen.

Enter the passwords as prompted on the screen, and then click "Update".



- 4. For an email change:
  - a. Click on "Manage Profile"
  - b. Click on "Change Email". You will be directed to the "Change Email" screen.
  - c. Enter the emails as prompted and then click "Update".



- 5. For security question changes:
  - a. Click on "Manage Profile"
  - b. Click on "Change Security Questions". You will be directed to the "Change Security Questions" screen.
  - c. Enter the new answers as prompted and then click "Update".

